



## Township of South Frontenac Council Meeting Agenda



TIME: 6:00 PM,  
DATE: Tuesday, September 3, 2024  
PLACE: 3910 Battersea Road - Storrington Centre/Virtual Via Zoom .

1. New Meeting Location

- a) Note: The Council meeting will be held at 3910 Battersea Road, Storrington Centre.

2. Call to Order

- a) Resolution

*That the Council meeting of September 3, 2024 be called to order at \_\_\_\_ p.m.*

3. Declaration of pecuniary interest and the general nature thereof

4. Approval of Agenda and Addendum

- a) Resolution

*That the agenda be approved, as presented.*

5. Scheduled Closed Session

- a) Resolution

*That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item:*

*k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - Verona Housing*

- b) *A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - Verona Housing*

- c) Resolution

*That Council rise from the Committee of the Whole "Closed Meeting" without reporting.*

6. Recess

7. Public Meeting

8. Delegations

9. Briefings

10. Approval of Minutes

- a) That the Minutes of the August 13, 2024 Council meeting be approved. 4 - 11

11. Reports Requiring Action

- a) Schedule for 2025 Budget 12 - 14

*That Council adopt the schedule as presented in this Report.*

- b) Community Grants 15 - 21

*That Council approve 1 Community Grant application for \$1,000 to the Frontenac Holistic Health Collective.*

*That Schedule 1 of the Community Grants Policy be amended as presented to remove the Community Asset project stream.*

- c) Fire Protection Grant 22 - 24

*That Council endorse The Township of South Frontenac application to the Fire Prevention Grant and;*

*That Council authorize the Clerk and Mayor to enter into an agreement should the Township be successful with their application.*

- d) New Boat Motor - Marine Unit 361 25 - 26

*That Council authorize the change in scope to project 22-07 New Marine Unit to include the purchase of a replacement of the boat motor on Marine Unit 361.*

12. Advisory Committee Reports or Minutes

13. Reports Requiring Approval of By-laws

- a) Proposed Fees and Charges By-law (Administrative Revision) 27 - 39

*That By-law 2024-59 being a By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, be given first and second reading; and*

*That By-law 2024-59 be given third reading, signed and sealed.*

- b) Respect in the Workplace By-law Amendment 40 - 46

*That By-law 2024-60, attached as Exhibit A being a By-law to "A By-Law to Amend By-Law 2021-07, be given first and second reading; and*

*That By-law 2024-60 be given third reading, signed and sealed.*

14. Reports for Information

- a) Fire Department Q2 Report 47 - 50

15. Committee of the Whole

16. Tabling of Documents

17. Communications

18. Notice of Motions

19. Rise and Report regarding County Council and External Boards

- a) County Council

- b) Police Services Board

- c) Cataraqui Conservation
- d) Quinte Conservation
- e) Rideau Valley Conservation Authority
- f) Frontenac Community Arena Board
- 20. Announcements/Statements by Councillors
- 21. Closed Session (if requested)
- 22. Confirmatory By-law
- a) Resolution

51

*That By-law 2024-61, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading;*

*That By-law 2024-61, being the confirmatory by-law, be given third reading, signed and sealed.*

23. Adjournment

- a) Resolution

*That the Council meeting of September 3, 2024 be adjourned at \_\_\_ p.m.*

South Frontenac is a welcoming and thriving rural community



**Township of South Frontenac  
Council Meeting Minutes**



**Meeting # 15**

**Time:** 6:00 p.m.

**Location:** Council Chambers / virtually, via Zoom

**Present:** Ray Leonard, Doug Morey, Steve Pegrum, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman, Adam Turcotte, Mayor Ron Vandewal

**Staff:** Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Arundhati Mohile - Director of Corporate Services, Troy Dunlop - Manager of Engineering and Capital Projects, Rebecca Roy - Chief Building Official.

1 Call to Order

a) Resolution

Resolution No. 2024:15:01

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That the Council meeting of August 13, 2024 be called to order at 6:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a)

There were none.

3 Approval of Agenda and Addendum

a) Resolution

Resolution No. 2024:15:02

Moved by Councillor Leonard

Seconded by Councillor Roberts

That the agenda be amended to withdraw Business Item 4. a., b. and c. and

That the agenda be further amended to give consideration to Business Item 20. a., b. c. and d. as Business Item 4.

Carried

b) Resolution

Resolution No. 2024:15:03

Moved by Councillor Trueman

Seconded by Councillor Turcotte

That the agenda, as amended, be approved.

Carried

4 Scheduled Closed Session

Minutes of Council  
August, 13, 2024

a) *Resolution*

Resolution No. 2024:15:04

Moved by Councillor Trueman

Seconded by Councillor Turcotte

*That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item:*

a) Approval of the July 16, 2024 Committee of the Whole, Closed Meeting Minutes; and

b) A proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

b) *Resolution*

Resolution No. 2024:15:05

Moved by Councillor Roberts

Seconded by Councillor Sleeth

*That Council rise from the Committee of the Whole "Closed Meeting" and the Deputy Clerk report.*

Carried

Resolution No. 2024:15:06

Moved by Councillor Turcotte

Seconded by Councillor Roberts

That Council authorize and delegate to the Chief Administrative Officer authority to administer the direction received in closed session.

Carried

5 Recess

a)

Council recessed from 6:22 p.m. until 7:00 p.m.

Note: Council gave consideration to Resolution 2024:15:05/06 at 7:00 p.m.

6 Public Meeting

a) Resolution - Public Meeting to Order

Resolution No. 2024:15:07

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the public meeting regarding draft Official Plan - Communal Servicing Policy and Unopened Road Allowance Closure Application RC-24-03 be called to order.

Carried

b) Notice of Collection

Michelle Hannah provided the Notice of Collection and Public Meeting Statement.

c) Draft New Official Plan – Communal Servicing Policies

Representatives from the County of Frontenac were present.

Brad Wright provided an overview of the policy update.

In response to a question from Councillor Sleeth, Brad Wright elaborated on

Minutes of Council  
August, 13, 2024

the standard practice of the proposed policy and that it is staff's recommendation to have the supporting study for groundwater in the Township completed first as currently it is developer driven.

Councillor Trueman inquired who is liable in terms of communal services infrastructure. Louise Fragnito shared that there a corporation separate from the Municipality will be created and explained that this entity is the utility operator and the corporation is liable.

Mayor Vandewal provided clarification on how the corporation would be created. He noted that the Frontenac municipalities have each already provided funding in preparation for the development of these policies. Mayor Vandewal also spoke to how the utility would function.

Councillor Turcotte offered his support for the vision provided in the presentation for the proposed secondary areas. He noted that the subdivision conservation design works with the vision to keep development in South Frontenac moving forward.

Mayor Vandewal shared that he believes that building 100 homes per year is ambitious and inquired if there is consideration for communal servicing outside of the areas shown on the mapping. Brad Wright clarified that communal servicing outside of the proposed areas would be an option but would require studies and an Official Plan amendment.

Councillor Sleeth inquired about how much space the utility system would take up for particular developments. Brad Wright shared that communal services are competitive financially and with respect to land usage. He elaborated that it is up to the developer to determine how the land will be used and divided, but in comparison to the current privately serviced lots the overall area required for communal servicing is significantly less.

Mayor Vandewal offered that building lot size could be reduced as septic bed area would not be required on each individual lot.

Louise Fragnito addressed the statement made by Councillor Sleeth regarding the time it takes to build a subdivision. She shared that it is her understanding that there will be preapproval for standardized systems within the province and this will speed up the approval process.

Mayor Vandewal provided the opportunity for the public to speak.

Julia Atherley provided information regarding splitting the communal servicing and having one service or the other and not requiring both water and waste to be provided via communal servicing. She provided an example of a community in Adolphustown which has communal water but private sewage systems. Brad Wright shared that the only one service option has not been considered but that it could be contemplated in the new policy if Council wishes to seek more information.

In response to a question from a resident, Brad Wright shared that a Hydrogeological study provides the Municipality and Developers with information regarding the water availability in certain areas, the source is usually ground water but can also be drawn from a lake.

Wade Leonard, Hartington inquired about the requirements for capping wells that are used for the hydrogeological study but are not yielding properly. Brad Wright shared that the standard process of the Hydrological study is that the wells are properly closed off.

Minutes of Council  
August, 13, 2024

- d) Public Meeting regarding the Closure and Sale of an Unopened Road Allowance, File No. RC-24-03 (Rahmel)

Michelle Hannah provided an overview of the PowerPoint Presentation.

Members of Council did not provide comment.

The Mayor afforded members of the public with an opportunity to provide comment.

Members of the public did not provide comment.

- e) Resolution - Close Public Meeting

Resolution No. 2024:15:08  
Moved by Councillor Leonard  
Seconded by Councillor Sleeth  
That the public meeting be closed.

Carried

7 Delegations

- a) There were none.

8 Briefings

- a) There were none.

9 Approval of Minutes

- a) Resolution

Resolution No. 2024:15:09  
Moved by Councillor Roberts  
Seconded by Deputy Mayor Morey  
That the minutes of the July 16, 2024 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) Unopened Road Allowance Closure Request RC-24-04

Resolution No. 2024:15:10  
Moved by Councillor Turcotte  
Seconded by Councillor Ruttan  
That Council direct staff to proceed with the process of closing, selling and transferring the portion of Unopened Road Allowance shown as Part 4 Plan 13R19516; and

That Council waive the normal process to consider an Unopened Road Allowance closure application to allow the By-law to be considered by Council on the same meeting in which the public meeting is scheduled as the applicant has provided a survey.

Carried

- b) Noise By-law Exemption Request – 2824 Sunbury Road

Resolution No. 2024:15:11

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That Lesley Alexandra be granted an exemption from Section 4, (Schedule 1, Clause 7.) of By-law Number 2015-41, As Amended, "A By-Law to Prohibit and Regulate Noise Within The Township of South Frontenac", to permit the discharge of consumer fireworks at 2824 Sunbury Road, Inverary on September 7, 2024 between 8:30 p.m. and 10:30 p.m.; it being understood that the exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-Laws including but not limited to By-Law 2004-107, as amended, Ontario Regulations or Provincial Legislation.

Carried

c) Road 38 Reconstruction – Detailed Design Phase

Resolution No. 2024:15:12

Moved by Councillor Leonard

Seconded by Deputy Mayor Morey

That Council approve an exemption to the Procurement By-Law to allow the Public Services Department to procure submissions through direct invitation for the detailed design phase of the Road 38 Project (Murton Road to Kingston Road) based on the recommended option;

That Public Services extend invitations to each of the eight (8) qualifying firms that submitted proposals under the initial RFP for the Preliminary Design of Road 38; and

That the CAO be authorized to award the detailed design contract to the lowest qualifying bidder within the delegated authority limits similar to traditional tender procurements.

Carried

d) Green Bay Waste Disposal Site – Closure Plan

Resolution No. 2024:15:13

Moved by Councillor Turcotte

Seconded by Councillor Trueman

That Council direct staff to proceed with development of a closure plan for the Green Bay Waste Disposal site to be submitted to the Ministry of Environment, Conservation and Parks;

That Council direct staff to submit an application to amend the Environmental Compliance Approval (ECA) to operate the site as a waste transfer site once landfill capacity has been reached; and

That Council approve funding in the amount of \$16,500 for the development of the closure plan and ECA Amendment from the Landfill Closure Reserve.

Carried

e) Loughborough Waste Disposal Site – Waste Transfer Station

Resolution No. 2024:15:14

Moved by Councillor Pegrum

Seconded by Councillor Ruttan

That Council direct staff to submit an application to the Ministry to amend the Environmental Compliance Approval (ECA) for the Loughborough Waste Disposal Site to permit a waste transfer facility once the Phase 2A landfill capacity has been reached.

Carried

## f) Perth Rd at Buck Lake Accident Update

Resolution No. 2024:15:15

Moved by Councillor Sleeth

Seconded by Councillor Leonard

That Council authorize the Public Services Department to Sole Source the Perth Rd at Buck Lake shoulder and guide rail repairs to the Hughson Group; and

That Council approve a budget with an upset limit of \$106,687.16 for this project to be funded from the infrastructure reserve.

Carried

## g) Unopened Road Allowance Policy

Resolution No. 2024:15:16

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That Council approve the draft Unopened Road Allowance Policy, attached to the Report as Exhibit A, in principle in order for a public meeting to be held, in accordance with By-law 2016-73 regarding the proposed fee schedule attached to the Unopened Road Allowance Policy as Schedule "C".

Carried

## 11 Advisory Committee Reports or Minutes

a)

There were none.

## 12 Reports Requiring Approval of By-laws

## a) Speed Limit Changes – Storrington Public School

Resolution No. 2024:15:17

Moved by Councillor Roberts

Seconded by Deputy Mayor Morey

That By-law 2024-56, being a "By-law to amend By-law 2000-01, and to amend the speed limits on sections of Battersea Road from 650m north of Millburn Road to 205m south of the intersection of Round Lake Road" be given first and second reading.

Carried

Resolution No. 2024:15:18

Moved by Councillor Turcotte

Seconded by Councillor Ruttan

That By-law 2024-56 be given third reading, signed and sealed.

Carried

## b) Lottery Licence By-law

Resolution No. 2024:15:19

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2024-57 being a By-law respecting the licensing of lotteries within the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2024:15:20

Minutes of Council  
August, 13, 2024

Moved by Deputy Mayor Morey  
Seconded by Councillor Leonard  
That By-law 2024-57 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) Investment Update to June 30, 2024
- b) 1stQuarter 2024 – Building Services Report
- c) 1st Quarter Planning Report - 2024
- d) Seasonal Event Report

14 Committee of the Whole

- a) There was none.

15 Tabling of Documents

- a) There were none.

16 Communications

- a) There were none.

17 Notice of Motions

- a) There were none.

18 Rise and Report regarding County Council and External Boards

- a) Rideau Valley Conservation Authority

Councillor Turcotte provided an overview of the July 25th meeting items including information about the updated wetlands and mapping, floodplain and erosion study Phase 2A with a cost of \$152,000, financial reports for May 31, 2024 and the replacement of printers within the organization.

- b) Arena Board

Councillor Roberts shared that the ice is going in early this year and staff have already begun the process.

19 Announcements/Statements by Councillors

- a) Mayor Vandewal noted that the individuals working at keeping the Point Park clean are doing a remarkable job and several residents have shared that they are thrilled with the results.

20 Closed Session (if requested)

- a) Business Items were considered at the beginning of the meeting in accordance with the approval of the Addendum.

Minutes of Council  
August, 13, 2024

21 Confirmatory By-law

a) Resolution

Resolution No. 2024:15:21

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That By-law 2024-58, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2024:15:22

Moved by Councillor Trueman

Seconded by Deputy Mayor Morey

That By-law 2024-58, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

22 Adjournment

a) Resolution

Resolution No. 2024:15:23

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That the Council meeting of August 13, 2024 be adjourned at 8:27 p.m.

Carried

---

Ron Vandewal, Mayor

---

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

# Township of South Frontenac Staff Report

---



**To:** Council

**From:** Director, Corporate Services & Treasurer

**Date of Meeting:** September 3, 2024

**Subject:** Schedule for 2025 Budget

**Report Number:** 2024-151

---

## Summary

This report presents a schedule for the 2025 Budget for consideration.

## Recommendation

That Council adopt the schedule as presented in this Report.

## Background

Each year in the early Fall, Council is requested to endorse a schedule for the annual budget process to ensure all stakeholders and the public are aware of important dates and deadlines during that process.

## Discussion/Analysis

The Township has adopted a process of public engagement, long range financial planning and budget deliberations within the annual budget cycle.

Subject to Council approval, public consultation will commence September 4<sup>th</sup>, 2024.

An online survey will be open for electronic response, or comments may be submitted in writing through the Clerks office, up until October 4<sup>th</sup>, 2024. Delegations from the public will be scheduled to present to Council on November 5<sup>th</sup>, 2024.

All comments and submissions received from the public will be considered while preparing the operating and capital budget documents and presented to Council.

The following table outlines the schedule proposed for the 2025 budget process. The schedule considers the timing of presenting the updated long range financial plan and the draft budget as well as gathering preliminary budget information such as updated assessment information from MPAC, inflationary impacts, and input from the senior management team.

Budget Milestone	Dates
Budget Schedule to Council	Tuesday Sep 3 <sup>rd</sup>
Public Engagement	Sep 4 – Oct 4
Long Range Financial Plan to Council	Tuesday Oct 15 <sup>th</sup>
Public Delegations present to Council	Tuesday, Nov 5 <sup>th</sup>
All Departments Capital Budget	Tuesday, Nov 12 <sup>th</sup>
Full Budget Document Tabled (no meeting)	Wednesday, Dec 4 <sup>th</sup> , 2024
Full Day Budget Session Deliberations & Direction	Wednesday, Dec 11 <sup>th</sup> , 2024 (9:30 am – 3 pm)
Revised Budget & Approval	Tuesday, Dec 17 <sup>th</sup> , 2024

The proposed dates are aimed to have the budget approved in 2024 for the 2025 budget year. This will provide Council the time to have a thorough review of the budget and set financial direction before the fiscal year start in 2025. This also assists staff to begin capital budget procurement activities earlier in the year, lock in contractors sooner and maximize the time available for infrastructure projects.

**Financial Implications**

N/A

**Relationship to Strategic Plan**

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
  - Pillar: Municipal Service Excellence

**Climate Considerations**

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township’s resilience to climate change.

**Notice/Consultation**

CAO and Senior Management Team

**Attachments**

None

**Approvals**

Prepared/Submitted By:



---

Arundhati Mohile, CPA CMA,  
Director of Corporate Services & Treasurer

Approved By:



---

Louise Fragnito, CPA CGA  
Chief Administrative Officer

# Township of South Frontenac

## Staff Report

---



**To:** Council

**From:** Director, Corporate Services & Treasurer

**Date of Meeting:** September 3, 2024

**Subject:** Community Grants

**Report Number:** 2024-148

---

### Summary

This report provides Council with a summary of the Community Grant applications received in the second intake and seeks approval for the proposed funding allocation.

### Recommendation

That Council approve 1 Community Grant application for \$1,000 to the Frontenac Holistic Health Collective.

That Schedule 1 of the Community Grants Policy be amended as presented to remove the Community Asset project stream.

### Background

Township established a Community Grants program to support and encourage community organizations and events that enrich the quality of life within the Township.

Applications are invited through the website and newspaper each year and assessed according to the policy approved by Council.

As funds from the budget remained unallocated, a second intake was approved by Council.

The second intake closed July 31 with receipt of 5 applications.

### Discussion/Analysis

All applications were evaluated by the Chief Administrative Officer, the Treasurer, and the Financial Analyst to determine eligibility according to the Community Grants Policy. Where necessary, clarifications or additional information was sought from the applicants.

Only 1 application was found eligible for sponsorship grant funding \$1,000. The others did not meet policy criteria in terms of the project or purpose.

### *Updates to the Policy*

The policy lists *Community Asset* as an eligible stream for grant funding for items such as *benches, signs and other assets* that would *ultimately become the property of the*

**[www.southfrontenac.net](http://www.southfrontenac.net)**

South Frontenac is a welcoming and thriving rural community.

*Township.* These are covered by the Commemorative Assets Policy and therefore are recommended to be removed from the Community Grants Policy to eliminate duplication.

### Financial Implications

The 2024 budget approved by Council includes \$35,000 for community grants. Unused 2023 funds \$30,056 have been carried over, for a total of \$65,056 being available for allocation.

Funding Stream	# of Applications	\$ Approved
Capital	12	\$32,623
Operating	1	\$2,500
Sponsorship	7	\$14,950
TOTAL INTAKE 1	20	\$50,073
<i>INTAKE 2 Recommendation:</i>		
Sponsorship	1	\$1,000

The grant to the Holistic Collective will increase the total allocated grant funding to \$51,073, if approved by Council.

### Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
  - Pillar: People and Partnerships
  - Action Item (If Applicable):

### Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township’s resilience to climate change.

### Notice/Consultation

Organizations where applications needed clarifications or additional information.

Financial Analyst, CAO

### Attachments

Community Grants Policy

## Approvals

Submitted By:



---

Arundhati Mohile, CPA CMA,  
Director of Corporate Services & Treasurer

Approved By:



---

Louise Fragnito, CPA CGA  
Chief Administrative Officer



**SOUTH  
FRONTENAC**

**Township of South Frontenac**

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

[communications@southfrontenac.net](mailto:communications@southfrontenac.net)

## Community Grants Policy

### 1. Purpose

This policy is to establish a grant process that supports and encourages community organizations and events that enrich the quality of life within the Township.

### 2. Policy

The Township on a yearly basis will solicit applications from community organizations for projects or events supporting community initiatives. The total amount available within a calendar year will be based on what has been set within the year's operating budget. Individual allocations to organizations will be based on a pre-determined structure. Being approved in one year does not guarantee funding in the following year. Multiple intakes of applications may occur in one calendar year, depending on uptake in the funding. When multiple intakes occur in a year, different streams may be applied to in the same intake, and in subsequent intakes.

### 3. Definitions & Guideline

Community organizations: Not for profit including unincorporated groups or registered charitable organizations who:

- operate a business, provide a service or event within the geographic boundaries of the Township of South Frontenac
- have the ability to show the stability or sustainability of the organization/group
- in the previous calendar year, received less than 75% of its operating budget from government grants.
- Submitted financial statements from the previous calendar year with your Letter of Intent along with a list of current officers.

### 4. Criteria for All Grant Recipients

1. Submissions must have a well-defined purpose and take place / be completed within the calendar year of receiving the grant.
2. Submissions must meet the requirements of the application process.
3. The Grant request may be for:
  - a new, improved or expanded community service (including necessary supplies)
  - a community event
  - an acquisition, improvement or expansion of a facility or its related equipment
  - the acquisition and installation of community assets
4. Final reports from any previous year's funding must have been received in order to be considered for the current year.
5. Unspent funds must be returned to the Township following completion of the project.

[www.southfrontenac.net](http://www.southfrontenac.net)

*South Frontenac is a welcoming and thriving rural community*



**SOUTH  
FRONTENAC**

**Township of South Frontenac**

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

[communications@southfrontenac.net](mailto:communications@southfrontenac.net)

6. In years where there are multiple intakes, applicants may apply to subsequent intakes if the application is for a different grant stream.
7. Applicants may apply for different grant streams within the same intake.
8. Applicants cannot be in receipt of other program specific Township funding.

### **Grant Streams**

#### **1. Operating**

- Grant up to \$2,500
- Grants will not be given:
  - to cover deficit or retire debt
  - to respond to annual fundraising drives to sustain support
  - to support recurring operating expenses of established organizations or programs

#### **2. Sponsorship**

- Grant up to \$2,500
- Sponsorship funds provided must be for a specific purpose of the event (i.e. music, food, sleigh rides, etc.)
- Township sponsorship must be clearly acknowledged and promoted at the event and in all materials
- The event must be open to the community and must be free to attend, or as an alternative the proceeds are provided to a local charity

#### **3. Capital**

- Grant up to \$5,000
- The applying organization must match the grant dollar for dollar
- Can be used for the acquisition, improvement or expansion of equipment or facility owned by the applicant
- Written quotes for the work must be submitted with the application
- 50% of the approved grant will be released upon approval and the remaining 50% of the grant will be paid out upon submission of paid receipts

#### **~~4. Community Asset~~**

- ~~Grant up to \$2,500~~
- ~~Applicant must be providing further funding or in kind services associated with the project~~
- ~~Examples include benches, signs, planter boxes~~
- ~~These assets ultimately become property of the Township~~

[www.southfrontenac.net](http://www.southfrontenac.net)

*South Frontenac is a welcoming and thriving rural community*



**SOUTH  
FRONTENAC**

**Township of South Frontenac**

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

[communications@southfrontenac.net](mailto:communications@southfrontenac.net)

Preference will be given to new projects/new groups however previously approved projects/groups may also reapply and be approved for further funding if there is evidence that the program or event is developing successfully.

## Schedule 1: Application Process

### How to Apply:

1. The Township will advertise on their website and in the local paper to announce the application process. The first intake will receive applications until **Tuesday April 30<sup>th</sup>, 2024. Subsequent intakes will be at the discretion of the Township.**
2. Download and complete the Letter of Intent form from our website.
3. Deliver or [email \(communications@southfrontenac.net\)](mailto:communications@southfrontenac.net) your Letter of Intent, along with necessary financial statements, in person or by mail to:
 

Township of South Frontenac  
P.O. Box 100  
4432 George Street  
Sydenham, ON  
K0H 2T0  
Re: Community Grants
4. All Letter of Intents will be reviewed by staff and presented for Council approval as soon as possible. Grant decisions will be communicated soon thereafter.

### Evaluation:

Once all applications have been received, staff will review them and rate them on their impact to the community and the ability to support or improve the quality of life for residents.

Should multiple applicants meet the application requirements and goals of the funding, a fixed amount will be granted to each organization with any remaining funding allocated based on the percentage applied for and the total funding available.

Submissions beyond the scope of this grant process may be presented for separate consideration to Council in advance of the next operating budget review.

If you are selected for a grant, you will be asked to sign a grant agreement. Upon completion of your project or event, you are required to submit a Final report. The final report is intended

**[www.southfrontenac.net](http://www.southfrontenac.net)**

*South Frontenac is a welcoming and thriving rural community*



**SOUTH  
FRONTENAC**

**Township of South Frontenac**

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

[communications@southfrontenac.net](mailto:communications@southfrontenac.net)

---

to help you evaluate the initiative and help us evaluate the effectiveness of our grants in supporting and improving the quality of life in our community.

**Contact:** For further assistance, please contact [communications@southfrontenac.net](mailto:communications@southfrontenac.net).

**[www.southfrontenac.net](http://www.southfrontenac.net)**

*South Frontenac is a welcoming and thriving rural community*

# Township of South Frontenac Staff Report

---



**To:** Council

**From:** Director of Emergency Services & Fire Chief

**Date of Meeting:** Tuesday, September 3, 2024

**Subject:** Fire Protection Grant

**Report Number:** 2024-154

---

## Summary

The Report provides an overview the Fire Prevention Grant currently available to Ontario Municipalities by the Ministry of the Solicitor General, Government of Ontario and the planned application by The Township of South Frontenac.

## Recommendation

That Council endorse The Township of South Frontenac application to the Fire Prevention Grant and;

That Council authorize the Clerk and Mayor to enter into an agreement should the Township be successful with their application.

## Background

The Government of Ontario is committed to protecting the health and safety of Ontario's firefighters. Ensuring public safety is a key priority for the Ministry of the Solicitor General (ministry) which is committed to working with municipal fire departments to provide them with the tools and resources they need to keep Ontario's firefighters and communities safe. The ministry acknowledges the challenges that fire departments face in addressing firefighter cancer prevention.

Firefighters die of cancer at a rate up to four times higher than the general population. On average, 50 to 60 firefighters die of cancer yearly in Canada, and half of those are from Ontario. Contaminated PPE may expose firefighters to hazardous biological and chemical contaminants and reduce the effectiveness of the protection it is intended to provide. The FP Grant is designed to provide funding to support firefighter cancer prevention programs.

The ministry is accepting applications under the Fire Prevention Grant for fiscal year 2024-25 to continue to support firefighters and the important role that they play in the safety and wellbeing of their communities.

The *Fire Protection (FP) Grant* program was announced in the government's 2024 Budget and is designed to support cancer prevention efforts by municipal fire departments across

Ontario. The FP Grant will assist fire departments in acquiring critical equipment to enhance firefighter health and safety, and minor infrastructure at the local level.

Only projects whose objectives align with at least one of the objectives in the list below will be eligible for funding.

- (1) Cancer Prevention – Equipment and Supplies
- (2) Cancer Prevention – Personal Protective Equipment (PPE)
- (3) Cancer Prevention – Minor Infrastructure
- (4) Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity

The FP Grant will be awarded over three years, with a total of \$10M available each year. The types of projects eligible for grant funding will be revisited annually to ensure that the FP Grant continues to meet local and provincial priorities. As such, calls for applications will take place annually. Each application cycle will require fire departments to complete outlined projects and demonstrate the success of the initiatives.

### **Discussion/Analysis**

Currently South Frontenac firefighters are issued one set of personal protective equipment (bunker gear, balaclava, gloves) that have a 10-year lifespan. Following fire occurrence firefighters are required to wash their personal protective equipment which places the firefighters out of service. Bunker gear is also required to be inspected and cleaned annually which places 10 to 12 firefighters out of service for a 6-week period.

At a fire scene, it would be best practice for firefighters to rinse their gear at a scene removing the heavy contaminants.

Two of the eight fire stations have appropriate facilities (clean water and sinks) to wash breathing masks, self-contained breathing apparatus bottles and harnesses.

Currently South Frontenac firefighters are not equipped with helmets for wild land firefighting that would protect from smoke contaminants entering a firefighter's eyes or the area around the neck where many firefighter cancells occur.

Our cancer prevention program with the grant would consist of providing on scene decontamination, providing transport of soiled equipment to an appropriate area for decontamination. The program further allows for increased prevention and protection during wild land firefighting activities. The final component of the project is to provide 6 fire stations with sinks and treated water to wash face pieces and SCBAs which is currently done from a bathroom sink using untreated cistern water.

### **Financial Implications**

The cancer prevention program will be scalable and can be implemented over a three-to-five-year program. The program may be modified at anytime to allow for additional or less funds received from the grant.

We are recommending the following grant submission:

### **Cancer Prevention – Equipment and Supplies**

[www.southfrontenac.net](http://www.southfrontenac.net)

South Frontenac is a welcoming and thriving rural community.

---

Decontamination kits for 2 squads	\$ 5,000
-----------------------------------	----------

**Cancer Prevention – PPE**

Wildland helmets, balaclavas and gloves	\$ 95,480
---	-----------

**Cancer Prevention – Minor Infrastructure**

Water treatment and washing facilities	\$ 21,000
--	-----------

<b>Total request</b>	<b>\$121,480</b>
----------------------	------------------

These purchases will only move forward if successful with the Fire Protection Grant.

**Relationship to Strategic Plan**

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
  - Pillars: Municipal Service Excellence

**Climate Considerations**

- Not applicable to this report.

**Notice/Consultation**

Kyle Griese, Financial Analyst

Arundhati Mohile, Director of Corporate Services & Treasurer

Alex Bennett, Deputy Chief

**Approvals**

Submitted By:



---

Delbert Blakney  
Director of Emergency Services / Fire Chief

Approved By:



---

Louise Fragnito, Chief Administrative Officer

# Township of South Frontenac Staff Report

---



**To:** Council

**From:** Director of Emergency Services & Fire Chief

**Date of Meeting:** Tuesday, September 3, 2024

**Subject:** New Boat Motor - Marine Unit 361

**Report Number:** 2024-153

---

## Summary

The Report provides details on the required replacement of the boat motor on Marine Unit 361.

## Recommendation

That Council authorize the change in scope to project 22-07 New Marine Unit to include the purchase of a replacement of the boat motor on Marine Unit 361.

## Background

Up to August 2024, Marine Unit 361 was the only boat available under the Fire fleet. Marine Unit 361 is a custom fire and rescue boat built in 2001 and is located at Station 8.

## Discussion/Analysis

During the spring of 2024, several breakdowns occurred such as the boat stalling or failing to start during training scenarios and during an emergency response. The motor was serviced several times however continued to provide unreliable performance. The existing motor was 23 years old, has been discontinued by the manufacturer and therefore replacement parts are difficult to source or unavailable. As this is a critical piece of equipment, staff took steps to replace the motor.

Three quotations were received:

Brown's Marina \$12,800

Performance Shed \$13,960

North Country Marine \$12,358

North Country Marine provided the lowest quote and was able to arrange immediate installation of a new motor.

---

## Financial Implications

The motor cost \$12,358 including a new battery and steering controls.

Capital Project 22-07 for a new fire and rescue boat was under budget with capacity to accommodate the cost of the new motor for Marine unit 361.

## Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
- Pillars: Municipal Service Excellence

## Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

## Notice/Consultation

South Frontenac Fire & Rescue Senior Management Team (Deputy Chief, Platoon Chiefs).

## Attachments

None

## Approvals

Submitted By:



---

Delbert Blakney  
Director of Emergency Services / Fire Chief

Approved By:



---

Louise Fragnito, Chief Administrative Officer

# Township of South Frontenac

## Staff Report

---



**To:** Council

**From:** Office of the Clerk

**Date of Meeting:** September 3, 2024

**Subject:** Proposed Fees and Charges By-law (Administrative Revision)

**Report Number:** 2024-143

---

### Summary

The purpose of the Report is to provide Council with background information regarding the proposed implementation of a Fees and Charges By-law.

### Recommendation

That By-law 2024-59 being a By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, be given first and second reading; and

That By-law 2024-59 be given third reading, signed and sealed.

### Background

Provincial legislation, including but not limited to the *Municipal Act, 2001* and *Planning Act* outlines the manner in which a municipality may impose fees or charges.

The Township of South Frontenac currently has several standalone by-laws and policies to govern the collection of fees and charges.

### Discussion/Analysis

Staff have brought forward the proposed Fees and Charges By-law as a first step in the establishment of a streamlined and consolidated administrative structure with respect to fees and charges collected by the Corporation of the Township of South Frontenac.

The proposed By-law is only intended to provide a new framework which will be amended as necessary moving forward as fees and charges are updated by Council. The proposed By-law does not add, remove or adjust any of the existing fees or charges previously approved by Council.

To provide clarity, all prescribed processes, including satisfying the conditions of the Notice By-law must be completed prior to a new or amended fee or charge being included in the new consolidated By-law.

As an example, it is anticipated that in September 2024, fees or charges related to services offered by the Planning Department will be included in the proposed By-law as they were

[www.southfrontenac.net](http://www.southfrontenac.net)

South Frontenac is a welcoming and thriving rural community.

previously presented to Council and are pending, once a public meeting has been held, in order to receive approval.

Additionally, staff will strive over the course of the next few years to ensure that existing fees and charges established by the Township of South Frontenac be included in the new By-law framework.

The proposed By-law is a tangible example reflective of the intention of the Strategic Plan's Municipal Service Excellence Pillar "*We will be transparent in our operations and look to continuously improve the efficiency, effectiveness, and accessibility of our services and operations.*" This revised bylaw template will provide a centralized bylaw for all fee schedules to reside under through different appendices.

### **Financial Implications**

None.

### **Relationship to Strategic Plan**

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
  - Pillars: Municipal Service Excellence
  - Action Item (If Applicable): Insert Text

### **Climate Considerations**

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

### **Notice/Consultation**

Chief Administrative Officer  
Director of Corporate Services & Treasurer  
Township Solicitor

### **Attachments**

Exhibit A – By-law 2024-59 - Fees and Charges By-law

**Approvals**

Submitted By:



---

James Thompson, Clerk

Approved By:



---

Louise Fragnito, Chief Administrative Officer

**Corporation of the Township of South Frontenac**

**A By-Law to Establish Fees and Charges Collected by The Corporation of the  
Township of South Frontenac**

**By-Law Number 2024-59**



**SOUTH  
FRONTENAC**

Short Title: "The Fees and Charges By-law"

**Consolidation Of Amendments**

<b>Subject</b>	<b>Amending By-Law</b>	<b>Effective Date</b>

The By-law numbers highlighted in this consolidation refer to the By-laws that amended the principal By-Law (By-law 2024-59).

Original copies are obtainable upon request from the Clerk's Department.

**By-Law Number 2024-59****A By-Law to Establish Fees and Charges to be Collected by The Corporation of the Township of South Frontenac**

**Whereas** subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

**Whereas** section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**Whereas** section 10(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**Whereas** section 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1);

**Whereas** section 391(1) of the *Municipal Act, 2001* provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

**Whereas** subsection 391(2) of the *Municipal Act, 2001* provides that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

**Whereas** subsection 391(3) of the *Municipal Act, 2001* provides that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

**Whereas** subsection 391(4) of the *Municipal Act, 2001* provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

**Whereas** subsection 391(5) of the *Municipal Act, 2001* provides that, in the event of a conflict between a fee or charge by-law and the *Municipal Act, 2001*, or any other act or regulation made under any other act, the by-law prevails;

**Whereas** fees and charges listed in the Schedules attached hereto may be administered and calculated in accordance with other Township by-laws or provincial legislation or both, including but not limited to:

- (i) animal services by-laws;
- (ii) business licensing by-laws;
- (iii) fire prevention and suppression by-laws;
- (iv) parking by-laws;
- (v) lottery licensing by-laws
- (vi) the Building Code Act, 1992, its regulations and by-laws passed under the Act or its regulations;
- (vii) the Funeral, Burial and Cremation Services Act, 2002, its regulations and by-laws passed under the Act or its regulations; and

(viii) subsection 69(1) of the Planning Act, R.S.O. 1990, c. P.13;

**Whereas** it is deemed expedient to pass this By-law;

**Therefore Be It Resolved That** the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. Council hereby establishes the fees and charges as set out in the schedules to this By-law for The Corporation of the Township of South Frontenac (South Frontenac). The fees and charges will be subject to Harmonized Sales Tax (HST) and Retail Sales Tax (RST), where applicable.
2.
  - a) Unless otherwise stipulated, the fees and charges shall be adjusted annually, on January 1 by the Consumer Price Index of the third quarter of the prior year .
  - b) In those instances where the fee is not adjusted by the Consumer Price Index in one year, the cumulative adjustment for past years may be made in future years, as approved by Council.
  - c) Despite paragraph 2(a), fees and charges may be adjusted, as approved by council, to recover at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
3. Payment is received at the time of the transaction for which the fee or charge is imposed, or upon the due date specified in the terms of a contract signed by the Township or an invoice issued by the Township.
4. Unless otherwise stipulated, any portion of a fee or charge that remains unpaid beyond the date fixed for payment may bear interest at the rate of 1.25% (15% per annum) after thirty (30) days and each month thereafter until such fee or charge is paid in full.
5. The Township may use a collection agency to collect any unpaid fee or charge, including interest charged pursuant to section 4 and the collection agency's fees, as approved by the Township, shall be added to the unpaid amounts to become the total amount payable to the collection agency.
6. The Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll associated with the property in the Township of South Frontenac and collect them in the same manner as municipal taxes:
  - a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
  - b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
7. Where this By-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this By-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
8. In the event that By-law 2024-59, as amended, is repealed and re-enacted or amended in its entirety, it shall be assigned the same by-law number, due to the fact this by-law is mentioned in several other related by-laws.
9. Should any part of this By-law, including any part of any schedule, be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is council's intention that such invalid part of this by-law shall be severable and that the remainder of this by-law including the remainder of the impugned schedule, as applicable, shall continue to operate and to be in force and effect.
10. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, September 3, 2024

Given Third Reading and Passed: Tuesday, September 3, 2024

---

**James Thompson, Clerk**

---

**Ron Vandewal, Mayor**

**Schedule A of By-law 2024-59**  
**Corporate Services Fees and Charges**  
(Treasury Department)

<b>Description</b>	<b>Amount</b>	<b>Effective Date</b>

**Schedule B of By-law 2024-59**

**Corporate Services Fees and Charges**

(Clerk's Department, Office of the Chief Administrative Officer and  
Human Resources Department)

<b>Description</b>	<b>Amount</b>	<b>Effective Date</b>

**Schedule C of By-law 2024-59**

**Development Services**

<b>Description</b>	<b>Amount</b>	<b>Effective Date</b>

**Schedule D of By-law 2024-59**

**Fire & Emergency Services**

<b>Description</b>	<b>Amount</b>	<b>Effective Date</b>

**Schedule E of By-law 2024-59**

**Public Services**

<b>Description</b>	<b>Amount</b>	<b>Effective Date</b>

# Township of South Frontenac Staff Report

---



**To:** Council

**From:** Office of the Chief Administrative Officer

**Date of Meeting:** September 3, 2024

**Subject:** Respect in the Workplace By-law Amendment

**Report Number:** 2024-155

---

## Summary

The purpose of the Report is to provide Council with background information regarding a proposed amendment to By-law 2021-07, As Amended, 'A By-law to Adopt a Respect in the Workplace Policy.

## Recommendation

That By-law 2024-60, attached as Exhibit A being a By-law to "A By-Law to Amend By-Law 2021-07, be given first and second reading; and

That By-law 2024-60 be given third reading, signed and sealed.

## Background

On February 16, 2021, Council approved By-law 2021-07, A By-Law to Adopt a Respect in the Workplace Policy.

On February 16, 2021, Council approved the Respect in the Workplace Policy, identified as Schedule A of By-law 2021-07.

## Discussion/Analysis

A recent review by Human Resources of the established procedure for South Frontenac staff, elected officials and/or volunteers to address Inappropriate Conduct by third party individuals revealed the need to update By-law 2021-07, Schedule A. The revised By-law 2021-07, Schedule A, attached as Exhibit B, has been formatted utilizing the Township's policy template for consistency.

The content of the policy has been updated to include procedures for staff to respond to incidents in a fair and consistent manner, an appeal process, and a commitment to the provision of training.

## Financial Implications

Not applicable.

---

### Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
  - Pillars: People and Partnerships

### Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

### Notice/Consultation

- Greg Dobney, Cunningham, Swan, Carty, Little & Bonham LLP

### Attachments

Exhibit A – By-law 2024-60

### Approvals

Submitted By:



Jan Minaker, Human Resources Manager

Approved By:



Louise Fragnito, Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2024-60**

**A BY-LAW TO AMEND BY-LAW 2021-07, "A BY-LAW TO ADOPT A RESPECT IN THE WORKPLACE POLICY"**

---

**WHEREAS** Council desires to update By-law 2021-07;

**NOW THEREFORE** the Corporation of the Township of South Frontenac enacts as follows:

1. By-law 2021-07, is hereby amended as follows:

That "Schedule A" be deleted in its entirety and be replaced with Schedule A of By-law 2024-60.

2. That the penultimate clause of By-law 2021-07 be amended to read as follows:

"That the Respect in the Workplace Policy, as amended by By-law 2024-60, attached hereto as Schedule "A" shall take effect on September 3, 2024."

2. This By-law will come into force and take effect on the date of its passing.

Given First and Second Readings: September 3, 2024

Given Third Reading signed and sealed September 3, 2024


**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH FRONTENAC**

---

**Ron Vandewal, Mayor**

---

**James Thompson, Clerk**

 <b>SOUTH FRONTENAC</b>	<b>Township of South Frontenac Policy</b>			
	<b>DEPARTMENT:</b> Human Resources			<b>POLICY NO:</b> HR-026
	<b>Respect in the Workplace Policy (Schedule A to By-law 2021-07)</b>			
	<b>DATE OF ISSUE:</b> February 16, 2021	<b>REV DATE:</b> September 3, 2024	<b>Scope:</b> All Third Parties	<b>Pages:</b> 4
	<b>APPROVED BY:</b>			

**Policy:**

The Township of South Frontenac (the “**Township**”) is committed to providing a safe, healthy, respectful, supportive, harassment-free and violence-free working environment in which employees, elected officials and volunteers are treated with respect, fairness and sensitivity.

The purpose of this policy is to protect employees, elected officials and volunteers from unacceptable, disrespectful behaviour and will reinforce how people are expected to be treated in Township workplaces. Options for staff to deal with incidents in a fair and consistent are outlined. Additional Township policies including but not limited to HS-003 Workplace Violence & Harassment Prevention Policy also help to define appropriate behaviours and respectful workplace expectations.

This policy applies to all individuals who interact with Township, employees, elected officials and/or volunteers including but not limited to residents, visitors, patrons, program participants, guests, spectators, fans, coaches, parents, volunteers and vendors. It applies at all locations at which a Township employee, elected official and/or volunteer performs work for the Township, including but not limited to Township properties, offices, facilities, communication channels, parks, events, roadways, and private property.

**Objectives:**

To ensure the provision of a safe, healthy and respectful workplace, and

To outline expectations for all third parties that interact with Township staff, municipal elected officials and volunteers concerning appropriate and respectful workplace behaviour, and

To provide steps to be taken should a member of the public, volunteer, or other third party be found to have violated this policy.

**Definitions:****In this policy:**

**Workplace** means “any land, premises, location or thing at, upon, in or near which a Worker works.” A Workplace could be a building, park, construction site, vehicle, open field, road, residential address or forest. A Workplace could also be an online site/service that a Worker uses in the course of their work.

**Worker** means an employee, elected official, or volunteer performing work for the Township.

**Inappropriate Conduct** means

- oral statements that are unwelcome or ought to be known to be unwelcome, including threats, profanity, rude or inappropriate language, attempts to provoke or incite anger in others, harassment, and/or discrimination; or
- physical actions that are unwelcome or ought to be known to be unwelcome, including aggressive or intimidating approaches to another individual, throwing articles in a deliberate or aggressive manner, and/or physical striking of an individual; or
- any act that gives rise to concern for the safety of another individual.

**Prohibition:**

All individuals interacting with Workers are prohibited from engaging in Inappropriate Conduct in a Workplace.

**Procedures:**

1. Township employees have the authority to remove any individual who engages in Inappropriate Conduct from a Township-controlled location. The Ontario Provincial Police may be contacted.
2. The Township shall post in all buildings where the public has access, in a conspicuous location, appropriate signage that identifies the expectation of a respectful workplace.
3. Copies of HR-003 Workplace Violence and Harassment Prevention Policy and HR-026 Respect in the Workplace Policy will be readily available to anyone entering a municipal facility upon request.
4. Safety of Workers is a priority. Workers should not place themselves in a situation which could result in personal harm. Workers should follow the steps outlined below when addressing an individual's Inappropriate Conduct:
  - (a) Assess the situation (do not engage in physical confrontation).
  - (b) Address the individual in a firm and courteous manner. If possible, this should be done with two Township employees.
  - (c) Request the individual's cooperation and advise them of potential next steps.
  - (d) If the individual does not cooperate, and the facility, event, or property is at a Township-controlled location, ask the individual to leave the facility, event or property. If the individual does not cooperate, and the facility, event, or property is at a location that is not Township-controlled, the Township Worker should leave the location.
  - (e) If appropriate, speak to others present to obtain information about the individual engaging in Inappropriate Conduct, including name, address, and contact information.
  - (f) Contact the Ontario Provincial Police if the individual refuses to leave a Township-controlled location.
  - (g) Complete an Employee Incident Form (Policy HS-005 – General Safety Rules Appendix A) and provide it to the Manager with responsibility over the Worker or, in the case of an elected official, to the Township's Human Resources.

- (h) The Employee Incident Form (Policy HS-005 – General Safety Rules Appendix A) will be reviewed by a Manager of the Township in consultation with the Township's Human Resources. The Manager, in consultation with the Township's Human Resources, will determine whether there has been Inappropriate Conduct in contravention of this policy.

5. Consequences:

- (a) A Manager of the Township will send an individual found to have engaged in Inappropriate Conduct a written notice outlining the Inappropriate Conduct. The notice will outline consequences in the event of further Inappropriate Conduct.
- (b) Should the individual be found to have engaged in Inappropriate Conduct a second time within twenty-four (24) months of receiving the written notice under Section 5(a) above, the appropriate Director, in consultation with the Township's Human Resources, will determine consequences to apply. The individual may be required to act/communicate through an agent in their dealings with Township Workers, and restrictions may be imposed on the individual in relation to attending Township-controlled locations, for a period of up to six (6) months. Written notice of the requirement to act/communicate through an agent and of any restrictions in relation to attending Township-controlled locations will be sent to the individual by the appropriate Director.
- (c) Should the individual be found to have engaged in Inappropriate Conduct within twenty-four (24) months of the ending of the restrictions imposed under Section 5(b), the appropriate Director, in consultation with the Township's Human Resources, will determine consequences to apply. The individual may be required to deal through an agent, and restrictions may be imposed on the individual in relation to attending Township-controlled locations, for a further period, which may include for an indefinite period (i.e. until further notice from the Township). Written notice of the requirement to act/communicate through an agent and of any restrictions in relation to attending Township-controlled locations will be sent to the individual by the appropriate Director.

6. Appeal Process:

- (a) An individual that has been subject to a consequence under Section 5 may submit an appeal in writing to the Chief Administrative Officer outlining the reason for the appeal within twenty-one (21) days of the date of the notice.
- (b) The Chief Administrative Officer will review the appeal in consultation with relevant staff and a decision will be rendered.

7. Township employees shall immediately notify police if an individual who has been served a Notice of Trespass in relation to a particular Township-controlled location attends at the location while the Notice of Trespass is in effect.
8. The Chief Administrative Officer or their designate may refer an individual's actions to law enforcement or take other immediate actions as required in order to ensure the health and safety of Township Workers.

9. The provisions of HS-003 Workplace Violence & Harassment Policy continue to apply and shall be followed in cases of Workplace Violence and Harassment complaints submitted by employees of the Township.
  
10. Information and training will be provided to Workers concerning the policy and procedures, risks, prevention programs and options which includes the maintenance of comprehensive training records.

# Township of South Frontenac Staff Report

---



**To:** Council

**From:** Director of Emergency Services & Fire Chief

**Date of Meeting:** Tuesday, September 3, 2024

**Subject:** Fire Department Q2 Report

**Report Number:** 2024-152

---

## Summary

The Report provides a high-level overview of responses and fire department activities during the second quarter of 2024.

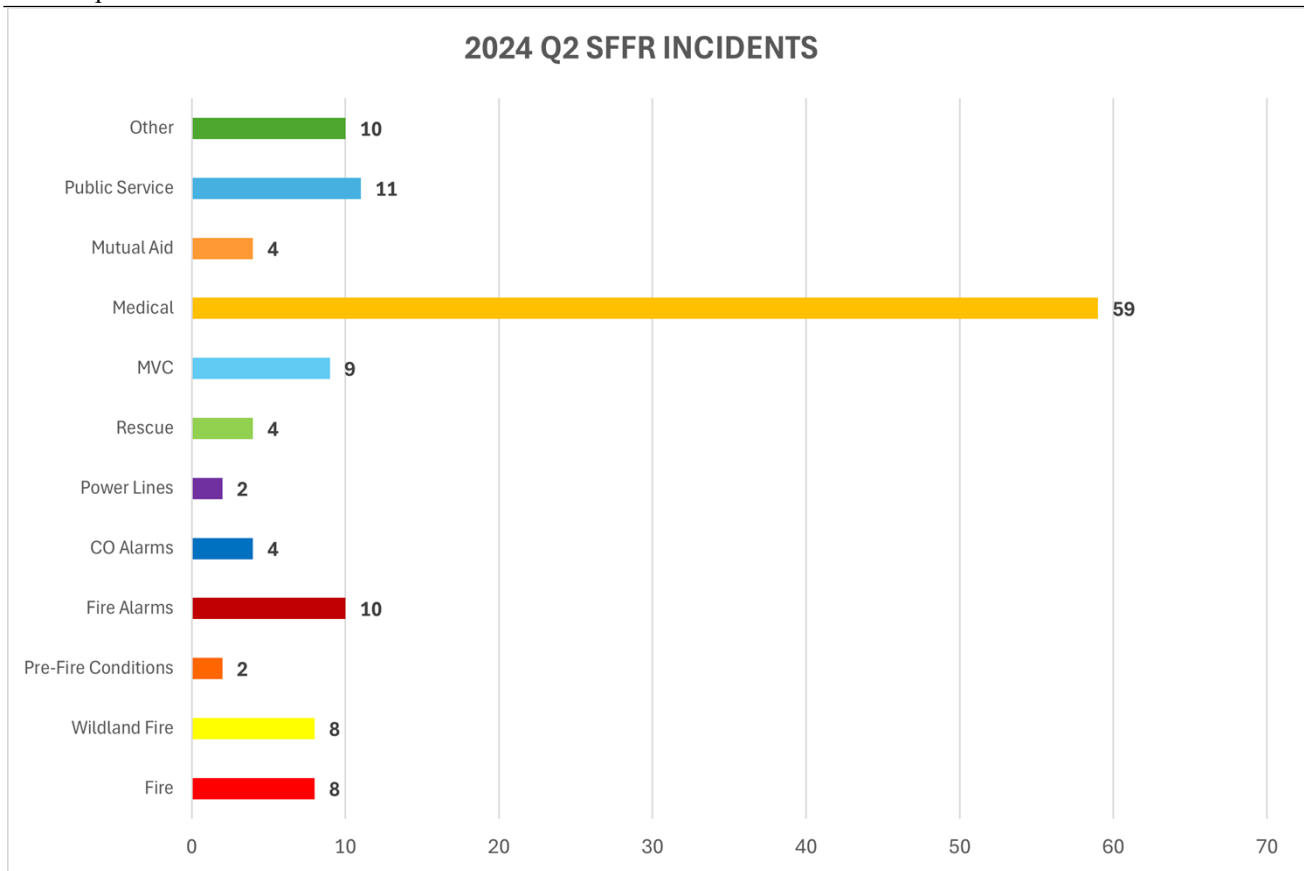
## Recommendation

This Report is for information purposes.

## Discussion/Analysis

During the second quarter of 2024, South Frontenac Fire and Rescue responded to 131 incidents. Of the 131 incidents, 59 were related to medical response calls representing a 45%.of all calls

The following table illustrates the number of incidents per type of incident in relation to the total number of calls received by South Frontenac Fire and Rescue:



The following table provides additional context regarding the number of first and second quarter incidents occurring between 2017 and 2024:

	2017	2018	2019	2020	2021	2022	2023	2024
Response Quarter 1: Jan 1 - Mar 31	104	96	93	112	101	93	106	131
Response Quarter 2: Apr 1 - Jun 30	123	135	128	142	123	167	130	131

The following projects were completed in the second quarter of 2024:

- Acquisition of firefighter clothing station racks for stations 5 and 7.

In the second quarter of 2024, the following training & professional developments initiatives were completed:

i. Completion of Ontario Fire College Learning Contracts of in-house training deliveries of SFFR personnel.

- *NFPA 1041 Instructor level I* (April 2024)
- *NFPA 1021 Fire Officer I* (June 2024)

With respect to fire prevention activities during the second quarter of 2024, South Frontenac Fire and Rescue conducted 25 complaint inspections. Additionally, South Frontenac Fire and Rescue participated in 16 public education or community events.

2024-04-23	Lions Hall	Dinner with Lions Hall and Plush Bear donation
2024-05-08	Sydenham Point	Touch a Truck Event
2024-05-25	Centennial Park	Summer Music Festival
2024-05-30	Loughborough Public School	Family Fun Night
2024-06-09	Sydenham Point	KFL&A trailer for football event
2024-06-11	Perth Road Public School	Family fun Night
2024-06-13	Harrowsmith Public School	Family fun Night
2024-06-15	Centennial Park	Slip n slide for soccer tournament- FP Trailer
2024-06-19	Price Charles Public School	Slip n slide
2024-06-20	Loughborough Public School	Slip n slide
2024-06-22	McMullen Park	Slip n slide and FP Trailer
2024-06-24	Harrowsmith Public School	Slip n slide
2024-06-27	Storrington Public School	Slip n slide
2024-07-01	Centennial Park	Canada Day
2024-07-01	Sydenham Point	Canada Day
2024-07-01	Storrington Park	Canada Day Fire Works Display

During the second quarter, Chief Blakney began assisting the Building Department with plans examination and occupancy inspections of mercantile, commercial, and multi-unit residential permits as well as participation in Development team meetings for site plan applications and special projects.

The objectives of South Frontenac Fire & Rescue for the remainder of 2024 are as follows:

- Completion of a Comprehensive Community Risk Assessment
- Completion of a Master Fire Plan
- Update by-laws applicable to fire department such as the Establishing and Regulating By-Law and Open-Air Burning By-Law
- Review and update of standard operating procedures.
- Conduct Fall Firefighter Recruitment Program (pending budget approval)

### Financial Implications

None.

### Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillars: Municipal Service Excellence

---

**Climate Considerations**

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

**Notice/Consultation**

Alex Bennet, Deputy Fire Chief

Platoon Chiefs

Lee Gour and Kathy Christmas, Fire Administration

**Approvals**

Submitted By:



---

Delbert Blakney  
Director of Emergency Services / Fire Chief

Approved By:



---

Louise Fragnito  
Chief Administrative Officer

**By-Law Number 2024-61****A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on September 3, 2024**

**Whereas** Section 8 of the *Municipal Act*, S.O. 2001 c. 25 and amendments thereto provides that a municipality has the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* of any other *Act* and;

**Whereas** Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

**Whereas** Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and;

**Whereas** the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

**Therefore, be it resolved that the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:**

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on September 3, 2024, be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held September 3, 2024, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on September 3, 2024, except those taken by by-law and those required by bylaw to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. Execution by the Mayor and the Clerk of all Deeds, Instruments and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal to any such Deed, Instruments or other Documents is hereby authorized and confirmed.
5. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, September 3, 2024

Given Third Reading and Passed: Tuesday, September 3, 2024

---

**James Thompson, Clerk**

---

**Ron Vandewal, Mayor**